

CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE

CITY
OFFICE

2001 JUN -5 PM 4:19

TO: ELISA BERNAL, HUMAN RESOURCES DIRECTOR
FROM: AUGIE GARCIA, A.D. 4.69 TEAM LEADER
COPIES TO: SEE DISTRIBUTION
SUBJECT: ADMINISTRATIVE DIRECTIVE 4.69: FINAL RECOMMENDATION

DATE: JUNE 1, 2001

THE A.D. 4.69 SAFETY INCENTIVE AWARDS PROGRAM WORKING COMMITTEE MET ON MAY 30, 2001 AS REQUESTED BY NANCY TRIVINO, HUMAN RESOURCES ADMINISTRATOR, TO DISCUSS AND JUSTIFY THIS COMMITTEE'S ORIGINAL RECOMMENDATION OF TERMINATING THIS CURRENT SAFETY INCENTIVE AWARDS PROGRAM.

ONCE AGAIN COMMITTEE MEMBERS STATED THAT THERE IS NO SIGNIFICANT EVIDENCE OF COST OR NUMBERS REDUCTIONS IN THE CITY'S WORKERS' COMPENSATION CLAIMS WITH REGARD TO THIS PROGRAM. FURTHER, IT WAS STATED THAT THE LIST OF JOB CLASSES AND TITLES, TOGETHER WITH THE CATEGORIES THEY ARE PLACED IN FOR SAFETY AWARD HOURS, ARE A "SELECTED" GROUP THAT IS UNFAIR TO OTHER JOB CLASSES IN GENERAL.

THUS, THE COMMITTEE AGREED TO TERMINATE THIS SAFETY INCENTIVE AWARDS PROGRAM ON DECEMBER 31, 2001. HOWEVER THIS WILL REQUIRE THE CITY TO STILL HONOR THE SAFETY INCENTIVE AWARDS PROGRAM FOR CALENDAR YEAR 2000 AND 2001 WITH AWARD HOURS GIVEN TO ELIGIBLE EMPLOYEES FOR THOSE YEARS. IF THIS COMMITTEE'S RECOMMENDATION IS APPROVED BY YOUR MANAGEMENT TEAM AND THE CITY MANAGER, ADVANCE NOTICE OF THIS APPROVAL WILL BE FORWARDED TO ALL CITY DEPARTMENT HEADS WITH THE APPROVAL OF THIS YEAR'S SAFETY AWARD HOURS. FURTHERMORE, IT WAS RECOMMENDED BY THE COMMITTEE TO DEVELOP A NEW SAFETY INCENTIVE PROGRAM FOR THE CITY BY THE RISK MANAGEMENT DIVISION. CHUCK FIKES OF RISK MANAGEMENT AND I WILL INITIATE A SAFETY COMMITTEE BY THE END OF JUNE TO INCLUDE ALL MAJOR DEPARTMENTS TO DEVELOP A NEW CITY SAFETY INCENTIVE PROGRAM.

FOR ANY QUESTIONS, YOU CAN CONTACT ME AT YOUR CONVENIENCE AT 207-7870 OR BY EMAIL.

Augie Garcia
AUGIE GARCIA
TEAM LEADER

DISTRIBUTION:

WORKING COMMITTEE MEMBERS IN ATTENDANCE:

AUGIE GARCIA *P+R*
NANCY TRIVINO *HR*
CHUCK FIKES - *Safety*
DAVID CASAS *Legal*

CHRIS CALLANEN - *City all*
SYLVIA FITZPATRICK *AP*
LAWRENCE ZEPEDA *safety*

CITY OF SAN ANTONIO

Finance Director's Office

TO: Louis J. Fox, City Manager
FROM: Nora W. Chavez, Director of Finance
COPIES TO: File
SUBJECT: Administrative Directive 4.69 - Safety Incentive Awards Program


DATE: December 28, 1989

Administrative Directive 4.69 - Safety Incentive Awards Program was effective 1 January 1984. According to the second paragraph of paragraph 2. GENERAL: This program shall be, from its effective date, a five (5) year pilot program. If at any time during, or at the end of the five year period, management determines that the program has not produced the desired results, the City Manager shall terminate the program.

At present this is the only Safety Incentive Program within the City. Cancellation of this program would have an adverse affect on the City's Loss Control Program. Despite the rising Workers Compensation costs, the actual numbers of employees accidents have gone down during the past five years.

This office is currently pushing for a uniform set of Disciplinary Standards for violations of Safety rules, but we must not just reprimand employees, we must give them incentives to follow the safety rules.

I highly recommend the Safety Incentive Award Program be instated as a permanent program.



Nora W. Chavez
Director of Finance

APPROVED:



Louis J. Fox
City Manager

Blackwood

CITY OF SAN ANTONIO

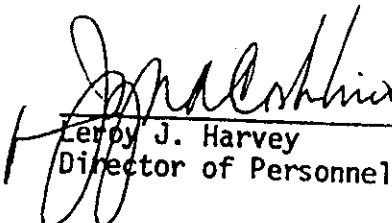
Interdepartment Correspondence Sheet

TO: All Holders of Administrative Directives
FROM: Leroy J. Harvey, Director of Personnel
COPIES TO: File
SUBJECT: A.D. 4.69 - SAFETY INCENTIVE AWARDS PROGRAM - ATTACHMENT 1

Date April 11, 1986

My memorandum of March 10, 1986, contained a new Attachment 1 for subject Administrative Directive and asked that all holders destroy the old Attachment 1. It is requested that the following amendments be made to the new Attachment 1 which was distributed with the March 10, 1986, memorandum:

1. Delete 0871 ACCOUNT CLERK I and 0476 GOLF COURSE ATTENDANT.
2. Add the following new Job Classification Numbers and Titles in the category indicated:
 - a. 7593 SWIMMING POOL MAINT. SUPERVISOR in Category "A."
 - b. 7592 SWIMMING POOL MAINT. MECHANIC in Category "B."
 - c. 0407 LANDSCAPE CONSTRUCTION SUPERVISOR in Category "C."
 - d. 0630 AIRPORT POLICE SERGEANT in Category "C."
 - e. 0635 SECURITY GUARD II in Category "C."
 - f. 0848 RECORDS TECHNICIAN I in Category "C."
 - g. 0849 RECORDS TECHNICIAN II in Category "C."
3. Change 7512 OFFSET PRESS OPERATOR to OFFSET PRESS OPERATOR II.
4. Change 0246 PUBLIC HEALTH NURSE to PUBLIC HEALTH NURSE (Home Health Only).
5. Change 7690 ELECTRICIAN to ELECTRICIAN I.


Leroy J. Harvey
Director of Personnel

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

TO: All Holders of Administrative Directives

FROM: Leroy J. Harvey, Director of Personnel

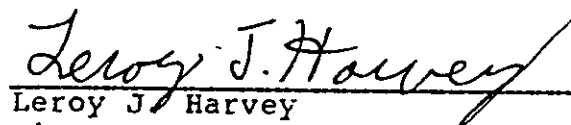
COPIES TO: Revised Administrative Directive 4.69

SUBJECT: Safety Incentive Awards Program

Date August 8, 1984

Attached is a copy of revised Administrative Directive 4.69. New language is highlighted in bold type. Please note that the effective date of this directive is retroactive to January 1, 1984 as regards eligilbility for safety incentive awards.

Questions about this directive should be directed to Richard Razvillas, Chairman of the Labor-Management Subcommittee on Safety and Accident Prevention, 299-8494.


Leroy J. Harvey
Director of Personnel

LJH/dla

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM

1. PURPOSE:

To recognize and reward City employees for accident free performance of their duties over a specified period of time.

To reduce the costs associated with employee accidents.

2. GENERAL:

The time period for awards under this program shall be January 1 through December 31, of each year.

This program shall be, from its effective date, a five (5) year pilot program. If at any time during, or at the end of the five year period, management determines that the program has not produced the desired results, the City Manager shall terminate the program.

Because of the uncontrollable hazards encountered by the uniformed members of the Police and Fire Departments, uniformed members of these departments shall not be eligible for participation in the program outlined herein. However, separate Safety Incentive Awards Programs may be developed for uniformed members of the Police and Fire Departments, at the discretion of the Police and Fire Chiefs.

Eligibility for Participation

Except for uniformed members of the Police and Fire Departments, all full-time City employees assigned to, and performing in, the "Job Classifications" listed in Attachment #1 shall be eligible for participation in this program.

Eligibility for Awards

To be eligible for an award, an employee must:

- a) Be a full-time employee.
- b) Have been employed for at least 12 months in one or more of the Job Classifications shown in Attachment #1.
- c) Not have had a reported "PREVENTABLE" on-the-job injury during the previous year (January 1 - December 31).
- d) Not have been on injury leave or other off-duty status for more than 50% of award period.
- e) Not have been on light duty status more than 50% of award period.

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM - Page 2

Awards:

<u>Category</u>	<u>Award</u>
A	Ten (10) hours of Administrative Leave with Pay
B	Six (6) hours of Administrative Leave with Pay
C	Two (2) hours of Administrative Leave with Pay

Categories:

Each employee will be placed in one of three (3) categories (A,B, or C) depending upon the "Accident Incidence Rate" for their Job Classification as derived from the City's Official Accident Records Information System.

Reassignment in Categories:

- A. An official reassignment of an employee from one Job Classification to another within the same category will not affect the employee's status, since the award would remain the same.
- B. An official reassignment to a different Job Classification in another category may or may not affect the employee's status. The employee being reassigned will be submitted and considered (at the end of the award period) under the category to which he/she was assigned for 50% or more of the award period.
- C. An official reassignment to a Job Classification NOT listed in Attachment #1 may or may not affect the employee's status. If the employee has worked 50% or more of the award period in an eligible job classification, he/she would be eligible. If the employee worked less than 50% of the award period in an eligible job classification, he/she will not be eligible.

Example #1: If an employee serves LESS than six (6) months in Category "A" and then is officially reassigned to a Job Classification in Category "C", the employee would be submitted under Category "C" and be eligible for an award of two (2) hours, instead of ten (10) hours under Category "A".

Example #2: If an employee serves six (6) or more months in Category "A" and then is officially reassigned to a Job Classification in Category "C", the employee will be submitted under Category "A" and be eligible for an award of ten (10) hours, instead of two (2) hours under Category "C".

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM - Page 3

Note: A reassignment to a different Job Classification is NOT official UNTIL the proper Change of Status paperwork has been received and processed by the Personnel Department.

3. DEFINITIONS:

The following definitions of "Preventable" and "Non-Preventable" Accident shall be used by all Departmental Accident Review Boards when reviewing accidents, and by the LMRC Sub-Committee on Safety and Accident Prevention when reviewing appeals submitted in accordance with Paragraph No. 6 of this directive.

Preventable Accident - An accident in which the employee FAILED to do everything he/she reasonably could have done to prevent it.

Non-Preventable Accident - An accident which occurred in spite of the fact that the employee did everything reasonable to prevent it, OR an act, or situation over which the employee had no control.

4. RESPONSIBILITIES:

Each Department shall be responsible for:

- A) Establishing a Departmental Accident Review Board to review each Accident Report (City of San Antonio, Supervisor's Report of Accident Investigation) to determine if the accident was "Preventable" or "Non-Preventable" on the part of the employee.

NOTE: Departmental Review Boards must be composed of an equal number of management (supervisory) personnel and non-supervisory employees.

- B) Providing written notification to each employee charged with an accident. The form letter shown in Attachment #2 shall be used to provide the required notification.
- C) Convening the Department Accident Review Board at least once each quarter. In those Departments having more than 25 accidents during the previous fiscal year, the Review Board will be convened monthly.
- D) Maintaining records in such a manner that will allow the Department to determine which employees are eligible for which award, and to properly administer the award through the use of Form 2-5/9-1-69 SF CP1130 (Notice of Suspension, Leave, or Termination). (See Attachment #4).

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM - Page 4

E) Submitting a list (in alphabetical order) of employees eligible for awards to the L-M-R-C Sub-Committee on Safety and Accident Prevention not later than February 28th of each year. An example of the list, and information to be provided, is shown in Attachment #3. These lists must be submitted to the Sub-Committee in duplicate. To help insure accuracy, the list of eligible employees shall be reviewed and certified by the Departmental Review Boards prior to submission to the L-M-R-C Sub-Committee on Safety and Accident Prevention.

F) Forwarding all records relating to an appeal to the L-M-R-C Sub-Committee on Safety and Accident Prevention when required by Paragraph No. 6 below.

The L-M-R-C Sub-Committee on Safety and Accident Prevention shall be responsible for:

- A) Providing a computer listing of eligible employees to the Departments.
- B) Receiving and reviewing each eligibility list from the Departments.
- C) Rejecting any employee found to be ineligible because they had a "Preventable" accident, or because they are not otherwise eligible for participation.
- D) Certifying and returning a copy of each list to the appropriate Department.
- E) Maintaining permanent files of all eligibility lists and other appropriate records.
- F) Receiving and acting upon employee appeals received from Departmental Accident Review Boards.

The Safety Staff, of the City's Risk Management Division, shall be responsible for:

- A) Assisting the Departments in establishing Departmental Accident Review Boards.
- B) Providing a non-voting advisor for the Departmental Accident Review Boards, when requested. Requests for advisory assistance should be made as far in advance as possible to avoid scheduling problems for the Safety Staff.

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM - Page 5

5. ADMINISTRATION OF AWARDS:

Administrative Leave to be awarded as a result of this program SHALL NOT be awarded UNTIL the Department's list of eligible employees has been certified by the L-M-R-C Sub-Committee on Safety and Accident Prevention and returned to the appropriate Department.

Administrative Leave awarded as a result of this program will require the submission of Form 2-5/9-1-69 SF CP1130, Notice of Suspension, Leave, or Termination. (See Attachment #4-A).

Administrative Leave awarded as a result of this program may be taken in conjunction with Annual Leave; HOWEVER, two separate Form 2-5/9-1-69 SF CF1130's must be submitted. One for Annual Leave, and one for the Safety Incentive Award as shown in Attachment #4-B.

Administrative Leave taken as a result of this program must be scheduled in advance and be in compliance with all other Directives pertaining to being absent from work.

Administrative Leave awarded as a result of this program must be taken within twelve (12) months following the end of the award period which ends on December 31st each year. Therefore, the leave must be taken prior to December 31st of the following year.

Supervisors will take actions to guard against the possibility of all of their employees waiting until the last few days of the 12th month to take their awarded time off.

To simplify the record keeping requirements as much as possible for leave awarded under this program, employees must take the total hours awarded on one date. The only exception to this policy will be for an employee who has been awarded ten (10) hours of leave under Category "A" and that employee DOES NOT work a ten (10) hour day (four (4) day week) schedule. In such a case, the employee shall be allowed two (2) dates on which to take a total of ten (10) hours. In such cases, BOTH dates must be within the twelve (12) month period.

6. APPEALS:

If an employee feels that he/she has been unjustly charged with a "Preventable" accident by his/her Departmental Review Board, the employee may file a written appeal within ten (10) calendar days after receipt of the notification, with the Departmental Review Board for re-evaluation. The employee's appeal must include a brief justification (other than "I appeal" or "I disagree") for appealing the Departmental Review Board's ruling.

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM - Page 6

If the Departmental Appeal Hearing results in a second ruling of "Preventable," and the employee still feels that he/she has been unjustly charged, the employee and/or his/her representative may within ten (10) calendar days after receipt of written notification of the second decision, file a written appeal to the L-M-R-C Sub-Committee on Safety and Accident Prevention. The appeal must include a brief justification (other than "I appeal" or "I disagree" for appealing the Departmental Review Board's second ruling.)

Upon receipt of the employee's appeal notification, the L-M-R-C Sub-Committee Chairman will request copies of all records relating to the appeal from the Chairman of the Departmental Accident Review Board. Upon such request, the Departmental Review Board Chairman shall provide the requested records within ten (10) calendar days.

Upon receipt of subject records, the L-M-R-C Sub-Committee Chairman shall schedule the appeal hearing and advise all parties concerned.

The appeal hearing should be scheduled no later than the second monthly meeting after receipt of the records. Special meetings may be called to conduct appeal hearings if deemed appropriate by the Sub-Committee Chairman.

Procedures for Conducting Appeal Hearings:

The procedures contained herein will be used by all Departmental Accident Review Boards and the L-M-R-C Sub-Committee when conducting an appeal hearing.

- A) Review the procedures to be used with all concerned, as a group, and advise that the hearing is in accordance with Roberts' Rules of Order.
- B) Interview the appellant (with representative present, if requested by the employee).
- C) Interview any witness(es).
- D) Interview the supervisor.
- E) Re-interview any or all of the above, if necessary.
- F) Interviews will be conducted with the appellant and his/her representative present throughout the interviews.
- G) The appellant and/or his/her representative will be permitted to ask questions of witness(es) and supervisors.

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM - Page 7

- H) The appellant and/or his/her representative will not be present during the Review Board's Executive Session in which its final discussion is conducted.
- I) The Review Board will render a decision by majority vote.
- J) The Review Board will notify the employee and supervisor of its decision in writing.
- K) If the appeal is being conducted by the L-M-R-C Sub-Committee, the Departmental Accident's Review Board will also be informed in writing of that committee's decision.

NOTE: If for reasons other than this Incentive Awards Program an employee appeals to the Civil Service Commission and the ruling of that Commission conflicts with any ruling made by the L-M-R-C Sub-Committee on Safety and Accident Prevention, the ruling of the Civil Service Commission shall be accepted as final.

7. ACCIDENT INCIDENCE RATE:

The incidence rate is the number of reported accidents for every 200,000 hours worked. The following is an example of how the O.S.H.A. incidence rate is computed for a City Job Classification to which 140 employees are assigned, and who experienced 25 accidents.

140 employees working 50 weeks a year

50 weeks x 40 hours x 140 employees = 280,000 hours worked (for the year)

$$\frac{25 \text{ accidents} \times 200,000}{280,000} = 17.85 \text{ incidence rate}$$

The L-M-R-C Sub-Committee on Safety and Accident Prevention will recompute the "Accident Incidence Rate" at the end of each award period (31 December) and will forward an up-dated Attachment #1 to this directive to the Labor-Management-Relations Committee for publication.

Additions and/or deletions to Attachment 1, may be made by the L-M-R-C Sub-Committee on Safety and Accident Prevention, as the need arises.

Effective Date: February 1, 1982

Revision Dates: June 26, 1984 (The effective date of this revision shall be January 1, 1984)

Subject: SAFETY INCENTIVE AWARDS PROGRAM - Page 8

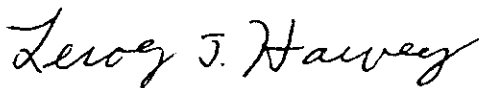
8. ROUTING OF CORRESPONDENCE:


Any correspondence forwarded to the L-M-R-C Sub-Committee on Safety and Accident Prevention, in accordance with this directive, shall be addressed as such, and routed to:

Personnel Department
Employee Relations Division
ATTN: L-M-R-C

9. OTHER ADMINISTRATIVE DIRECTIVES:

Nothing in this directive changes the distribution requirement for the "City of San Antonio, Supervisor's Report of Accident Investigation," as set forth in Administrative Directive No. 4.1. The Original copy of the Supervisor's Report must still be forwarded to Finance Department, Risk Management Division, Attention: Safety Office, within three (3) working days after the accident. Duplicate copies of the Supervisor's Reports to be used by the Departmental Review Boards shall be provided to the Boards as set forth by Departmental procedures.


LEROY J. HARVEY
Director of Personnel


LOUIS J. FOX
City Manager

Dated:

CATEGORY "A"

The following Job Classification Numbers are assigned to Category "A" for the award period of January through December 1984.

Job Classification Number and Title

0213	Animal Control Veterinarian
0222	Kennel Supervisor
0223	Animal Control Officer
0225	Euthanasia Chamber Operator
0226	Kennel Worker II
0227	Kennel Worker I
0253	Vector Control Equipment Operator I
0254	Vector Control Equipment Operator II
0400	Park Worker
0423	Tree Trimmer
7000	Laborer
7010	Refuse Collector
7350	Sewer Maintenance Laborer

CATEGORY "B"

The following Job Classification Numbers are assigned to Category "B" for the award period of January through December, 1984.

Job Classification Number and Title

0021	Stock Clerk II
0027	Stock Clerk I
0028	Stock Control Foreman
0103	Surveyor's Aide
0105	Surveyor's Aide III
0110	Surveyor Party Chief
0209	Veterinarian Technician
0217	Industrial Waste Technician I
0221	Animal Control Officer Supervisor
0240	Nurse's Aide
0268	Home Health Aide
0287	Laboratory Worker
0401	Park Maintenance Foreman
0410	Gardener
0412	Nursery Specialist
0424	Tree Worker
0440	Recreation Aide
0441	Community Center Leader I
0442	Community Center Leader II
0443	Community Center Leader III
0450	Recreation Leader
0477	Golf Course Maintenance Worker
0492	Horticulturist I
0500	Building Inspector I
0505	Code Compliance Inspector II
0506	Code Compliance Inspector I
0510	Electrical Inspector I
0520	Plumbing Inspector I
0522	Plumbing Inspector II
0621	Park Ranger Cadet
0626	Park Ranger
0629	Airport Police Officer
0634	Security Guard I
0642	Municipal Guard
0690	Communications Technician II
0693	Communications Technician I
0694	Assistant Communications Supervisor

Job Classification Number and Title

7011	Refuse Truck Driver
7040	Labor Foreman
7080	Automotive Technician
7100	Street Maintenance Supervisor
7120	Heavy Equipment Technician
7130	Sewage Plant Attendant
7140	Heavy Equipment Mechanic I
7160	Heavy Equipment Mechanic II
7168	Marking Foreman
7171	Sign Technician I
7172	Sign Technician II
7173	Markings Technician I
7174	Markings Technician II
7175	Electronics Technician Helper
7176	Electronics Technician I
7177	Electronics Technician II
7178	Electronics Technician Supervisor
7180	Plant Maintenance Mechanic
7182	Instrument Repair Specialist
7190	Signal Line Technician I
7200	Signal Line Technician II
7320	Drainage Section Foreman
7330	Sewer Section Foreman
7370	Truck Driver I
7380	Truck Driver II
7390	Truck Driver III
7400	Equipment Operator I
7410	Equipment Operator II
7420	Equipment Operator III
7430	Wrecker Driver
7450	Electrician II
7470	Pump Mechanic
7511	Offset Press Operator I
7512	Offset Press Operator II
7513	Offset Press Operator III
7514	Print Shop Foreman
7530	Plant Operator II
7540	Plant Operator III
7560	Building Custodian
7570	Machinist
7579	Airport Laborer
7580	Building Maintenance Worker
7590	Maintenance Mechanic
0907	Passenger Vehicle Chauffeur
0958	Bookmobile Library Assistant
0959	Bookmobile Library Clerk

Job Classification Number and Title

7610	Carpenter Supervisor
7670	Blacksmith
7679	Carpenter Helper
7690	Electrician I
7710	Plumber
7750	Welder
7760	Shop Attendant
7765	Tire Repairer
7766	Brake Repair Mechanic
7770	Automotive Mechanic I
7780	Plumber Helper
7790	Automotive Mechanic II
7800	Automotive Mechanic III
7830	Building Maintenance Foreman
7840	Painter
7841	Painter Helper
7850	Painter Supervisor
7853	Electrician Apprentice
7856	Automotive Mechanic Apprentice
7860	Tire Inspector
7910	Electrician Helper
7990	Concrete Finisher

CATEGORY "C"

The following Job Classification Numbers are assigned to Category "C" for the award period of January through December, 1984.

Job Classification Number and Title

0085	Airfield Supervisor
0200	Sanitarian I
0202	Sanitarian II
0204	Sanitarian III
0205	Sanitarian Inspector I
0206	Sanitarian Inspector II
0207	Meat Inspector I
0208	Meat Inspector II
0218	Industrial Waste Technician II
0224	Dispatcher (Animal Control)
0230	Chemical Technician
0267	Licensed Vocational Nurse
0292	Community Service Aide
0402	Park Maintenance Supervisor
0406	Arborist
0407	Landscape Construction Supervisor
0408	Parks Construction Foreman
0411	Nursery Foreman
0418	Parks Construction Supervisor
0420	Cemetery Maintenance Foreman
0421	Cemetery Services Foreman
0422	Tree Foreman
0425	River Maintenance Foreman
0445	Community Center Area Supervisor
0451	Recreation Specialist
0459	Building Maintenance Officer
0476	Golf Course Attendant
0491	Golf Course Maintenance Supervisor
0493	Horticulturist II
0495	Golf Course Maintenance Foreman
0498	Agronomist
0501	Building Inspector II
0507	Chief Code Compliance Inspector
0515	Chief Electrical Inspector
0521	Chief Plumbing Inspector
0526	Heating & Air Conditioning Inspector
0527	Chief Heating & Air Conditioning Inspector
0528	Heating/AC Inspector II
0553	Construction Inspector I
0554	Construction Inspector II
0555	Construction Inspector III
0556	Chief Construction Inspector
0557	Construction Inspector Supervisor

Job Classification Number and Title

0619	Park Ranger Corporal
0620	Gunsmith
0625	Park Ranger Sergeant
0628	Detention Guard
0630	Airport Police Sergeant
0635	Security Guard II
0637	Airport Police Cadet
0638	Airport Police Corporal
0649	Court Officer
0691	Communications Technician Supervisor
0817	Computer Equipment Installation Technician
0994	Cook
0995	Cook Helper
7051	Plant Facilities Maintenance Supervisor
7070	Heating/Air Conditioning Technician
7170	Markings Supervisor
7185	Sign Maintenance Supervisor
7187	Sign Maintenance Foreman
7210	Signal Line Supervisor
7230	Assistant Drainage Superintendent
7240	Drainage Supervisor
7260	Street Cleaning Supervisor
7270	Waste Collection Superintendent
7280	Garbage Route Supervisor
7290	Garbage Disposal Supervisor
7310	Brush Route Supervisor
7360	Sewer Maintenance Supervisor
7421	Heavy Equipment Operation Superintendent
7440	Plant Equipment Maintenance Supervisor
7480	Materials Testing Technician I
7500	Materials Testing Technician II
7510	Materials Testing Technician Supervisor
7520	Plant Operator I
7550	Chief Plant Operator
7561	Building Custodian Supervisor
7600	Pump Mechanic Supervisor
7620	Heating/Air Conditioning Technician III
7630	Heating/Air Conditioning Technician I
7640	Plumber Supervisor
7650	Heating/Air Conditioning Technician II

Job Classification Number and Title

7700	Electrician Supervisor
7740	Stagehand
7741	Stage Manager
7810	Automotive Shop Foreman
7900	Assistant Superintendent Sewer Maintenance
7920	Building Maintenance Supervisor
7940	Parking Meter Mechanic
7950	Signs & Markings Supervisor
7960	Parking Meter Mechanic Supervisor
7970	Area Automotive Supervisor

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet


TO: All Holders of Administrative Directives
FROM: Leroy J. Harvey, Director of Personnel
COPIES TO: File
SUBJECT: A.D. 4.69 - Safety Incentive Award Program - Attachment 1

Date March 10, 1986

Attached is a revised Attachment 1 to A.D. 4.69, reflecting actual accident rates on these job classifications. These jobs have been placed in Categories A,B, and C for safety incentive awards which will be earned during calendar year 1986.

Please destroy your current Attachment 1 and replace it with these new pages. The main body of the directive and Attachments 2,3, and 4 remain the same.

Questions about this directive should be directed to Sam McCrum in the Safety Office at 299-8702.


Leroy J. Harvey
Director of Personnel

LJH/dla

CATEGORY "A"

The following Job Classifications Numbers are assigned to Category "A" for the award period of January through December 1986.

Job Classification Number and Title

0223	ANIMAL CONTROL OFFICER
0226	KENNEL WORKER II
0227	KENNEL WORKER I
0253	VECTOR CONTROL EQUIPMENT OPERATOR I
0410	GARDENER
0418	PARKS CONSTRUCTION SUPERVISOR
0424	TREE WORKER
0459	BUILDING MAINTENANCE OFFICER
0493	HORTICULTURIST II
0495	GOLF COURSE MAINTENANCE FOREMAN
0642	MUNICIPAL GUARD
7010	REFUSE COLLECTOR
7140	HEAVY EQUIPMENT MECHANIC I
7160	HEAVY EQUIPMENT MECHANIC II
7174	MARKINGS TECHNICIAN II
7320	DRAINAGE SECTION FOREMAN
7350	SEWER MAINTENANCE LABORER
7370	TRUCK DRIVER I
7421	HEAVY EQUIPMENT OPERATION SUPERVISOR
7440	PLANT EQUIPMENT MAINTENANCE SUPERVISOR
7512	OFFSET PRESS OPERATOR
7570	MACHINIST
7579	AIRPORT LABORER
7600	PUMP MECHANIC SUPERVISOR
7750	WELDER
7760	SHOP ATTENDANT
7766	BRAKE REPAIR MECHANIC
7770	AUTOMOTIVE MECHANIC I
7841	PAINTER HELPER
7856	AUTOMOTIVE MECHANIC APPRENTICE

CATEGORY "B"

The following Job Classifications Numbers are assigned to Category "B" for the award period of January through December 1986.

Job classification Number and Title

0021	STOCK CLERK II
0110	SURVEY PARTY CHIEF
0217	INDUSTRIAL WASTE TECHNICIAN I
0254	VECTOR CONTROL EQUIPMENT OPERATOR II
0400	PARK WORKER
0401	PARK MAINTENANCE FOREMAN
0412	NURSERY SPECIALIST
0445	COMMUNITY CENTER AREA SUPERVISOR
0477	GOLF COURSE MAINTENANCE WORKER
0492	HORTICULTURIST I
0520	PLUMBING INSPECTOR I
0556	CHIEF CONSTRUCTION INSPECTOR
0566	TRANSPORTATION INSPECTOR I
0621	PARK RANGER CADET
0628	DETENTION GUARD
0634	SECURITY GUARD I
0958	BOOKMOBILE LIBRARY ASSISTANT
7000	LABORER
7175	ELECTRONICS TECHNICIAN HELPER
7177	ELECTRONICS TECHNICIAN II
7280	GARBAGE ROUTE SUPERVISOR
7400	EQUIPMENT OPERATOR I
7410	EQUIPMENT OPERATOR II
7420	EQUIPMENT OPERATOR III
7470	PUMP MECHANIC
7500	MATERIAL TESTING TECHNICIAN II
7520	PLANT OPERATOR I
7560	BUILDING CUSTODIAN
7590	MAINTENANCE MECHANIC

Job Classification Number and Title

7650	HEATING-A/C TECHNICIAN
7679	CARPENTER HELPER
7680	CARPENTER
7710	PLUMBER
7740	SOUND & LIGHT TECHNICIAN
7790	AUTOMOTIVE MECHANIC II
7853	ELECTRICIAN APPRENTICE
7910	ELECTRICIAN HELPER

CATEGORY "C"

The following Job Classifications Numbers are assigned to Category "C" for the award period of January through December 1986.

Job Classification Number and Title

0027	STOCK CLERK I
0028	STOCK CONTROL FOREMAN
0030	VEHICLE STORAGE CLERK
0085	AIRFIELD SUPERVISOR
0103	SURVEYOR'S AIDE I
0105	SURVEYOR'S AIDE II
0200	SANITARIAN I
0202	SANITARIAN II
0204	SANITARIAN III
0205	SANITATION INSPECTOR I
0206	SANITATION INSPECTOR II
0209	VETERINARIAN TECHNICIAN
0213	ANIMAL CONTROL VETERINARIAN
0218	INDUSTRIAL WASTE TECHNICIAN II
0221	ANIMAL CONTROL OFFICER SUPERVISOR
0230	CHEMICAL TECHNICIAN
0240	NURSE AIDE
0246	PUBLIC HEALTH NURSE
0267	LIC. VOC. NURSE (HOME HEALTH ONLY)
0268	HOME HEALTH AIDE
0287	LABORATORY WORKER
0292	COMMUNITY SERVICE AIDE
0402	PARK MAINTENANCE SUPERVISOR
0406	ARBORIST
0408	PARK CONSTRUCTION FOREMAN
0411	NURSERY FOREMAN
0420	CEMETARY MAINTENANCE FOREMAN
0421	CEMETARY SERVICES FOREMAN
0422	TREE FOREMAN
0423	TREE TRIMMER
0425	RIVER MAINTENANCE FOREMAN
0440	RECREATION AIDE
0441	COMMUNITY CENTER LEADER I
0442	COMMUNITY CENTER LEADER II
0443	COMMUNITY CENTER LEADER III
0450	RECREATION LEADER

Job Classification Number and Title

0451	RECREATION SPECIALIST
0476	GOLF COURSE ATTENDANT
0478	GOLF COURSE EQUIPMENT MAINTENANCE MECHANIC
0491	GOLF COURSE MAINTENANCE SUPERVISOR
0498	AGRONOMIST
0500	BUILDING INSPECTOR I
0501	BUILDING INSPECTOR II
0505	CODE COMPLIANCE INSPECTOR II
0506	CODE COMPLIANCE INSPECTOR I
0507	CHIEF CODE COMPLIANCE INSPECTOR
0510	ELECTRICAL INSPECTOR I
0515	CHIEF ELECTRICAL INSPECTOR
0521	CHIEF PLUMBING INSPECTOR
0522	PLUMBING INSPECTOR II
0526	HEATING & A/C INSPECTOR
0527	CHIEF HEATING & A/C INSPECTOR
0528	HEATING-A/C INSPECTOR II
0553	CONSTRUCTION INSPECTOR I
0554	CONSTRUCTION INSPECTOR II
0555	CONSTRUCTION INSPECTOR III
0557	CONSTRUCTION INSPECTOR SUPERVISOR
0619	PARK RANGER CORPORAL
0620	GUNSMITH
0625	PARK RANGER SERGEANT
0626	PARK RANGER
0629	AIRPORT POLICE OFFICER
0637	AIRPORT POLICE CADET
0638	AIRPORT POLICE CORPORAL
0649	COURT OFFICER
0670	PARKING ENFORCEMENT ATTENDANT
0690	COMMUNICATIONS TECHNICIAN II
0691	COMMUNICATIONS TECHNICIAN SUPERVISOR
0693	COMMUNICATIONS TECHNICIAN I
0694	ASSISTANT COMMUNICATIONS SUPERVISOR
0817	COMPUTER EQUIPMENT INSTALLATION TECHNICIAN
0871	ACCOUNT CLERK I
0907	PASSENGER VEHICLE CHAUFFEUR
0959	BOOKMOBILE LIBRARY CLERK
0994	COOK
0995	COOK HELPER

Job Classification Number and Title

7011	REFUSE TRUCK DRIVER
7040	LABOR FOREMAN
7051	PLANT FACILITIES MAINTENANCE SUPERVISOR
7070	CHIEF HEATING-A/C TECHNICIAN
7080	AUTOMOTIVE TECHNICIAN
7100	STREET MAINTENANCE SUPERVISOR
7120	HEAVY EQUIPMENT TECHNICIAN
7130	SEWAGE PLANT ATTENDANT
7168	MARKING FOREMAN
7170	MARKINGS SUPERVISOR
7171	SIGN TECHNICIAN I
7172	SIGN TECHNICIAN II
7173	MARKINGS TECHNICIAN I
7176	ELECTRONICS TECHNICIAN
7178	ELECTRONICS TECHNICIAN SUPERVISOR
7182	INSTRUMENT REPAIR SPECIALIST
7185	SIGN MAINTENANCE SUPERVISOR
7187	SIGN MAINTENANCE FOREMAN
7190	SIGNAL LINE TECHNICIAN I
7200	SIGNAL LINE TECHNICIAN II
7210	SIGNAL LINE SUPERVISOR
7230	ASSISTANT DRAINAGE SUPERINTENDENT
7240	DRAINAGE SUPERVISOR
7260	STREET CLEANING SUPERVISOR
7290	GARBAGE DISPOSAL SUPERVISOR
7310	BRUSH ROUTE SUPERVISOR
7330	SEWER SECTION FOREMAN
7351	PIPELINE INSPECTOR
7360	SEWER MAINTENANCE SUPERVISOR
7430	WRECKER DRIVER
7450	ELECTRICIAN II
7480	MATERIALS TESTING TECHNICIAN I
7510	MATERIALS TESTING TECHNICIAN SUPERVISOR
7511	OFFSET PRESS OPERATOR I
7513	OFFSET PRESS OPERATOR III
7514	PRINT SHOP FOREMAN
7530	PLANT OPERATOR II
7540	PLANT OPERATOR III
7550	CHIEF PLANT OPERATOR
7561	BUILDING CUSTODIAN SUPERVISOR
7580	BUILDING MAINTENANCE WORKER

Job Classification Number and Title

7610	CARPENTER SUPERVISOR
7620	HEATING-A/C TECHNICIAN III
7630	HEATING-A/C TECHNICIAN I
7640	PLUMBER SUPERVISOR
7670	BLACKSMITH
7690	ELECTRICIAN
7700	ELECTRICIAN SUPERVISOR
7741	STAGE MANAGER
7765	TIRE REPAIRER
7780	PLUMBER HELPER
7800	AUTOMOTIVE MECHANIC III
7810	AUTOMOTIVE SHOP FOREMAN
7830	BUILDING MAINTENANCE FOREMAN
7840	PAINTER
7850	PAINTER SUPERVISOR
7860	TIRE INSPECTOR
7900	ASST. SUPERINTENDENT SEWER MAINT.
7920	BUILDING MAINTENANCE SUPERVISOR
7940	PARKING METER MECHANIC
7950	ASST. TRAFFIC SUPT/SIGNS & MARKINGS
7960	PARKING METER MECHANIC SUPV
7990	CONCRETE FINISHER

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

TO: _____

FROM: _____

COPIES TO: _____

SUBJECT: RULING OF DEPARTMENTAL REVIEW BOARD

(Select appropriate block)

Date _____

Your on-the-job accident of _____ has been reviewed, and in the opinion of the members of this Board, your accident has been recorded as "NON-PREVENTABLE".

Your on-the-job accident of _____ has been reviewed, and in the opinion of the members of this Board, you failed to do everything you reasonable could have done to prevent the accident. Therefore, your accident has been recorded as "PREVENTABLE".

An appeal of this ruling may be made by completing the reverse side of this form and returning it to your Departmental Review Board.

In order to comply with Administrative Directive 4.69, your written appeal must be received by the Review Board within (10) calendar days of the date you received this notification.

Brief justification of Board's ruling:
(Disregard if ruling was non-preventable)

Chairman
Departmental Review Board

Date Notification Received: _____
Employee's Signature: _____

APPEAL OF DEPARTMENTAL REVIEW BOARD'S RULING

I, _____, do hereby
Print your name

appeal the decision of the Departmental Review Board, based on the following facts:

Employee's Signature

Date of Accident: _____

Employee's Department: _____

Date Received by the Departmental Review Board: _____

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

TO: _____
FROM: L-M-R-C Sub-Committee on Safety and Accident Prevention
COPIES TO: (Director of Appropriate Department)
SUBJECT: SAFETY INCENTIVE AWARDS ELIGIBILITY LIST FOR JANUARY -
DECEMBER, 198__
Date _____

This list is submitted in accordance with procedures set forth in Administrative Directive No. 4.69.

<u>Employee's</u> <u>Name</u>	<u>Social</u> <u>Security #</u>	<u>Job Class</u> <u>No.</u>	<u>Category</u>	<u>Date of</u> <u>Employment</u>
ADKINS, James	400-92-6300	0423	C	1/23/76
HICKS, Ernest	321-96-2301	0226	A	4/10/79
RODRIGUEZ, William	441-22-8609	7010	A	5/03/50
VALDEZ, Roger	233-80-0101	7310	B	6/07/57
VASQUEZ, David	362-34-7221	0423	C	7/11/65

(Director of Appropriate Department)

CITY OF SAN ANTONIO NOTICE OF LEAVE

DATE: _____ NAME OF EMPLOYEE: _____

DEPARTMENT: _____ PRESENT SALARY: _____

PRESENT POSITION TITLE: _____

SOCIAL SECURITY NUMBER:

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ACTION	TRANS CAT	TYPE	EFFECTIVE DATE		Number of Work Days
			FROM	TO	
LEAVE WITH PAY		OTH	2/23/84	2/23/84	8 hrs.
LEAVE WITHOUT PAY	T	LWO			
MILITARY LEAVE WITHOUT PAY WITH PAY	T	#MLO MLV			

REASON FOR ACTION

Administrative Leave With Pay. Awarded in accordance with Administrative Directive No. 4.69, Safety Incentive Awards Program.

Unscheduled Absence: 1 2 3 4 5 6 7 8 9

Scheduled Absence: _____

Occasion: 1 2 3 4 5

Date Approved _____

Non Call-in/Report Occasion: 1 2 3 4

Recurrence of: _____

Late Call-in/Report Occasion 1 2 3 4 5

Reason for Absence or Tardiness: _____

Tardiness: 1 2 3 4 5 6 7 8 9 10 11

Occasion: 1 2 3 4 5

SIGNATURE OF EMPLOYEE

APPROVED: _____ SIGNED: _____

CITY MANAGER

DEPARTMENT HEAD